

Harlingen Public Library Young Adult Services Policy

Documentation Information:

Proposed by Dauna Campbell, Library Director 09/10/18

Adopted by Library Board 09/10/18

Teen Mission Statement

Our mission is to give all teens access to a vast collection of print and non-printed materials while offering quality library programs and services. We link them to resources, connected learning opportunities, coaching, and mentoring. We strengthen their minds to create new opportunities for personal growth, academic success, and career development to enrich their lives. We want teens to feel inspired from what they take from our library.

Objectives:

- Introduce teens in a respectful manner to the public library environment to cultivate lifetime readers and library users.
- Provide teens with easy access to current information and quality literature in a variety of formats.
- Provide informative and entertaining programs that encourage the use of the library, enhance cultural awareness, and promote youth development.
- Serve as a social gathering space to encourage the exchange of information and resources.

Section 1. Unattended Teens

- I. Teens eleven years and older may be in the library unsupervised, depending on their level of maturity. The Youth Services Department encourages parents to assess their teen's ability to care for themselves and/or others (such as younger sibling, relatives, or friends). Library staff reserve the right to judge whether a teen is capable of caring for themselves or others within the building.
- II. The library does not assume responsibility for the supervision of unattended teens.

Section 2. Neglected Teen

- I. A neglected teen is defined as:
 - A. A young adult 11-17 who remains at the library after closing for 15 minutes.
 - B. A teen whose parents have been contacted but have not picked the child up within an hour or attempted contact within one hour of the library's phone call.
- II. Parents should be aware of the library's hours of operation, bearing in mind circumstances may require an unexpected closing of the building.

Section 3. Disruptive Teen

- I. The “Library Patron Behavior Policy” will be enforced in the Teen Space.
- II. The Youth Service Department encourages socializing and collaborative learning. However, disruptive behavior is not tolerated in any form by any patron. Disruptive behavior can be defined as:
 - A. Behavior that disturbs or endangers the well-being of library patrons, staff, or the disruptive teen.
 - B. Behavior that results in damaged property.
 - C. Behavior that interferes with library services.
 - D. Vulgar language, curse words, or phrases deemed unacceptable by local custom.
- III. A disruptive teen will be warned once to improve his/her behavior. If a teen continues to be disruptive despite a warning, library staff will ask the teen to leave, or escort him/her out of the building. Damage, or attempted damage, to library property will warrant a call to Harlingen Police Department. Library administration will be notified of any of the above behavior in a written report.

Section 4. Ill Teen

- I. Teens who are ill may be asked to leave the library if staff determines that it poses a risk to other patrons. Teens who are home sick from school should not be in the library.

Section 5. Personal Belongings

- I. Library users must always keep their belongings with them. Library staff cannot hold personal belongings, whether backpacks, duffle bags, purses, or food items, at the service desk.

Section 6. Items left in the Teen Space

- I. Items left in the Teen space will be labeled as to when they were found. Items will be held 30 days. The library reserves the right to dispose of items left as they see fit. Refer to “Library Lost & Found Policy” for further information.

Section 7. Teen Computer Use and Behavior

- I. Users may sign in for a forty-five-minute session with their own borrower card and PIN. The library encourages all patrons to register for a library card. Users who do not have the documents required to register for a full-access library card may register for an E-Card. Refer to “Library Card Policy” for further information.
- II. Users must save their work to a USB or send it to their email account. Work saved on the library computers will not be saved when a user session is ended. Computer memories are cleaned after each user session. Computers will cycle down fifteen minutes before the library closes. The library appreciates user cooperation during closing procedures.
- III. Not all information on the Internet will be appropriate for all ages. Parents or responsible guardians are accountable for information accessed by minors via the Internet and ensuring their safety. This includes

electronic mail, chat rooms, and other forms of direct or indirect electronic communications. As with other library materials, a teen's use of the Internet is the responsibility of the parent or responsible guardian.

- IV. Internet access will be available on a first come, first served basis. The library reserves the right to limit Internet access at certain peak usage periods such as after school, school breaks, and summer months in order to provide free and equitable access to all.
- V. Library staff are authorized to take appropriate action in the enforcement of rules of conduct including prohibiting the use of Library computers.
- VI. The computers in the Teen Room are solely for the use of teens and, if demand allows, younger siblings accompanying the teen, at the discretion of the Library staff. Usage may be restricted during weekends, school recess, and periods of high usage.

Refer to the library's "Computer and Internet Use Policy" for further information.

Section 8. Courtesy Phone

- I. A courtesy phone is available at the Circulation Desk for teens who need to arrange for a ride home or in case of emergency.

Section 9. Adult Use of the Teen Collection

- I. Adults may need to use the Teen collection materials for their personal reading or some other legitimate purpose. Adults visiting the Teen space who are not in need of teen materials or are not accompanied by a teen will be asked to leave.

Section 10. Literature Distribution

- I. All handouts, posters, or flyers must be pre-approved by Library staff before displayed.

Section 11. Idea Lab

- I. This room will be open for teens to use during library hours. It may only be reserved by teens or a parent, guardian, or mentor accompanied by a teen.
- II. The Idea lab is not available for the purpose of selling merchandise or services, soliciting for later sales, or social events.
- III. The Idea lab is available on a first come, first served basis for teens.
- IV. The lab can be reserved for up to 2 hours by an individual or group. If no one is waiting, room usage may be extended. If the room is still available within 15 minutes of the end of your reservation, you may place a new reservation for an additional hour ONLY. Idea lab usage is limited to three hours per day. The room reservation may be cancelled if the room is not occupied within 30 minutes of the reservation start time. It may also be cancelled if the room is left unattended for 30 minutes.

- V. Idea lab users are responsible for any damage in the room. The Library's "Patron Behavior Policy" applies to the use of the lab. The Idea lab is not sound proof. Noise and conduct are expected to be kept to a level that will not disrupt persons in the library.
- VI. Food or drinks are not allowed in the room other than water in a closed container.
- VII. The Library is not responsible for accidents, injury, loss, or damage to the private property of individuals or organizations.
Refer to the "Study Room Policy" for further information.

Section 12. Televisions

- I. No items are to be plugged into any of the televisions unless approved by a staff member.
- II. Televisions can only be used once a staff member has set it up.
- III. Televisions may not be used for the following purposes: inappropriate content, videos and/or music with vulgar language, and content not pre-approved.
- IV. Inappropriate use of the television will be expulsion from the Idea Lab & loss of privileges. Use of Televisions are case by case.

Section 13. Shelves

- I. The teen room shelves are moveable but are to only be moved by a staff member. The Library is not liable for any accidents caused by a patron attempting to move shelves.

Section 14. Gaming Consoles

- I. Staff member(s) must to be present when gaming consoles are in use, unless approved by administration and/or youth services staff.
- II. No personal gaming consoles may be used.
- III. All games played must be pre-approved by a librarian or library administration.
- IV. Misuse of items, including but not limited to the console, controls, wires, and television, will not be tolerated. For example: throwing a controller, pulling any of the wires, dropping the console, pulling on the television from its mount, etc.
Refer to the "Patron Behavior Policy" for any questions you may have on conduct in the library.

Section 15. Copies/Printouts

- I. Self-service printing stations are available by the first-floor reference desk.
- II. The Library is not responsible for data loss that may occur while printing.
- III. There are no printers available for wireless computer users. Saved files can be copied on a digital storage medium (i.e., flash drive, etc.) and brought to one of the Library's public computers for printing.
- IV. Only paper provided by the Library may be used in the copier/printers. Patrons may not use their own paper, letter head, stationary, etc. for printing.

Refer to the “Acceptable Computer and Internet Use Policy” for further information.

Section 16. Food and Drink

- I. Food and drinks are prohibited in the Teen Space other than water in a closed container.
- II. No gum of any kind is allowed in the Teen Space.

Section 17. Headphones

- I. The Library does not loan headphones. Disposable headphones can be purchased at the Circulation desk.

Section 18. Other Activities

- I. Use of markers or paint in the Teen Space including the Idea lab is prohibited except with prior approval from a staff member.